

Payment of an SF 1164

An employee trained in RDE enters the document into RDE as an FP document.

An employee cannot enter a payment to himself/herself. In the event that you have one, the SF 1164 is to be sent to the appropriate Regional Office for input.

The payment is not subject to the Prompt Pay Act since it represents a reimbursement to an employee. Keying an “N” in the “Prompt Pay Typ” field of the document bypasses the Prompt Pay Act.

Once the payment is accepted into FFS, an email message is generated to the employee. The message contains the Document Control Number, the Amount, the contents of the vendor invoice field, and the contents of the invoice date field. The employee is told to expect a deposit to their bank account within 48-72 hours.

SF 1164 Line Screen

1. Key the following fields:

- **LN** 3 digit sequential line number
- **AMT** Amount of the accounting line
- **BUDGET ORG** Organization to be charged
- **JOB** 4 digit sub-activity and 4 digit project number
- **BOC** Budget object class
- **BFY** 4 digit budget fiscal year

STATUS:		DOCID: FP	9	9732040905A		
01-		BATID:		SEC2:	000-000 OF 000	
LN:	001	REF DOC:		REFLN:	AMT: 147.00	P/F:
BUDGET ORG:	97320			JOB #:	16610044	BOC: 257d
BFY:	2004	FUND:		ACCP DATE:		LOG DATE:
INT REAS:	INV#:			INV DATE:		LIN TYPE:
DISC LOST REAS:				DESC:		
OUTST OBLIG:				TT:		
02-						
LN:		REF DOC:		REFLN:	AMT:	P/F:
BUDGET ORG:				JOB #:		BOC:
BFY:		FUND:		ACCP DATE:		LOG DATE:
INT REAS:	INV#:			INV DATE:		LIN TYPE:
DISC LOST REAS:				DESC:		
OUTST OBLIG:				TT:		

2. "ENTER" if more lines are needed.

3. Press the "HOME" key to return to the Command Line and key a "Q" to do a quick edit.

4. If the status line displays:

- **REJECT** (any dollar amount) correct errors and then do another quick edit
- **PEND1** (over \$500.01) mail complete original documentation to approving official to process payment

- SCHED (under \$500.01) the next day, verify document shows ACCPT in SUSF. At month end, mail all payments sorted by DCN with a cover memo to approving official for filing purposes.
 - HELD (under \$500.01) mail complete original documentation to approving official to process the payment.
5. Keep a copy for your files